



**Vienna Historic Preservation Commission**  
 PO Box 436, Vienna, GA 31092  
 229-268-4920; fax 229-268-4919;  
 www.cityofvienna.org

**Application for a Certificate of Appropriateness (COA)**  
**to the Vienna Historic Preservation Commission (VHPC) for a proposed**  
**change to a locally designated property.**

Applicant: \* \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE NOTE:**

**Application Requirements:**

All applications must be complete and include required support materials listed on the reverse side of this application form.

**Application Deadline:**

Applications and support materials must be submitted fifteen (15) days prior to the regular VHPC meeting, usually the last Wednesday of each month at 6:00 pm. Applications must be submitted at Vienna City Hall.

**Application Representation:**

The applicant or an authorized representative of the applicant must attend the public hearing to support the application. Applicants for demolition must have a third party present at such hearing to provide objective, unbiased reasoning that demolition is needed. The third party must not have any vested interest in the project, i.e. project contractor, architect, or appraiser.

**Building Permit Requirements:**

In addition to a COA, building permits must be acquired from Vienna City Hall. *Building permits shall not be issued without proof of a COA.*

**Deadline for Project Completion:**

After application approval, the COA is valid for 18 months and void if construction does not begin within 6 months.

**Office Use Only**

Resource No: \_\_\_\_\_  
 Received: \_\_\_\_\_  
 VHPC Hearing: \_\_\_\_\_  
 VHPC Decision: \_\_\_\_\_  
 Project Completion: \_\_\_\_\_  
 COA Expiration: \_\_\_\_\_

*\*Note: If applicant is not the owner as listed on the Property Deed, a letter from the owner authorizing the proposed work must be included along with the owner's telephone number and mailing address.*

Property Address: \_\_\_\_\_

Zoning (Check one): Commercial \_\_\_\_\_ Residential \_\_\_\_\_

Other \_\_\_\_\_ (Explain) \_\_\_\_\_  
 \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Type of Project (Check all which apply):**

**Construction**

- \_\_\_ New Building
- \_\_\_ Addition to building
- \_\_\_ Major building restoration, rehabilitation, or remodeling
- \_\_\_ Minor exterior change

**Site Changes**

- \_\_\_ Demolition
- \_\_\_ Relocation of building(s)
- \_\_\_ Fence(s), wall(s), landscaping
- \_\_\_ Other \_\_\_\_\_

Proposed starting date: \_\_\_\_\_ Anticipated Completion: \_\_\_\_\_

Contractor/Consultant/Architect: \_\_\_\_\_  
 \_\_\_\_\_

In consideration for the City of Vienna's review of this application for a proposed change to a locally designated property, the applicant agrees to hereby indemnify and hold harmless the City of Vienna and its agents and employees from and against any and all claims, damages, and/or liability arising from or related to this application or any issuance of a permit hereunder.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

